



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052021R10013
ISSUANCE DATE: 07/30/2021
CLOSING DATE/TIME: 08/20/2021

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

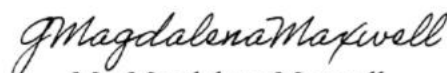
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,



Ms. Magdalena Maxwell
Acting Executive Officer



I. GENERAL INFORMATION**1. SOLICITATION No.:**

72052021R10013

2. ISSUANCE DATE:

07/30/2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

08/20/2021 before and/or at 03:00 p.m. local time.

4. POINT OF CONTACT:

Andrea Gramajo, e-mail at agramajo@usaid.gov

5. POSITION TITLE:

USAID Project Management Specialist (Water, Sanitation and Hygiene Advisor) FSN-4005

6. MARKET VALUE:

Q.380,559.00 – Q.589,867.00 equivalent to CCN-11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:

Five (5) years. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

8. PLACE OF PERFORMANCE:

USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.

9. ELEGIBLE OFFERORS: CCN or TCN.

Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.

10. SECURITY LEVEL REQUIRED:

Regional Security Office certification.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract.*

The Water for the World Act of 2014 builds on the Water for the Poor Act of 2005, which made water, sanitation and hygiene (WASH) a U.S. foreign policy priority, instructing the USG to focus programming and resources in priority countries that have both the greatest sector needs and opportunities for impact. The USAID Water and Development Plan under the U.S. Government Global Water Strategy articulates the Agency's approach to increase the availability and sustainable management of safe water and sanitation for the underserved and most vulnerable. Congress has consistently appropriated funds under the water directive to increase sustainable access to safe drinking water and sanitation and improve hygiene. It is anticipated that increased funding for water, sanitation and hygiene activities will be sustained for the coming years. A dedicated WASH team manages this work at USAID/Guatemala.

The position will provide leadership, program management and technical support for USAID water and sanitation-related programs. The Project Management Specialist (Water, Sanitation and Hygiene Advisor will: 1) Lead efforts to design and manage targeted Mission programs that focus on improving water supply, sanitation and hygiene; 2) Lead efforts to monitor and evaluate all Mission activities contributing toward improved water supply, sanitation and hygiene; 3) Provide overall technical analysis and guidance to the Mission on strategies to improve water supply, sanitation and hygiene; 4) Serve as a liaison between USAID and other USG agencies, national WASH partners in government, NGO and donor agencies. The incumbent will serve as an Agreement Officer's Representative/Contract Officer's Representative (AOR/COR) or Activity Manager and provide oversight and direction to activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The Project Management Specialist (Water, Sanitation and Hygiene Advisor is expected to guide, coordinate, manage and monitor the water, sanitation and hygiene related portfolio of the country, leading to successful outcomes. He/She must interact with a range of colleagues involved in the sector, maintain oversight of the overall sector impacts and ensure the efficient use of resources.

2. *Statement of Duties to be Performed*

Sector Leadership and Strategy

Lead efforts to identify, prioritize and address policy and institutional constraints impeding the attainment of sustainable access to improved urban and rural water supply and sanitation in the country. Lead efforts to identify, prioritize and address key technical challenges, and policy and institutional structures, constraints and opportunities in sustainable water and sanitation service provision and management in the country, including those related to private sector participation in the sector. Identify opportunities to use available USAID field support mechanisms to expand water supply and sanitation coverage and improve hygiene and to leverage resources from other related funding streams, e.g., climate change, food security. Play a key role in identifying and coordinating among the various USG and internal USAID water, sanitation and hygiene-related activities and players. Actively engage with government, other donors and organizations involved in the sector to promote collaborative planning toward long-term sustainable solutions.

Project Management

Develop concept papers, scopes of work, USAID program/project activity design documents and bilateral and multilateral agreements related to the design of water, sanitation and hygiene related programs. Support the design and implementation of targeted water, sanitation and hygiene program and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the World Act and its associated earmarks and contribute to data collection and synthesis. Document development impacts and resolve implementation issues in an efficient and professional manner. Develop, maintain and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase synergy among the key stakeholders. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

Advisory and Technical Services

Provide briefings to USAID and its partners on the status of USAID water, sanitation and hygiene activities in-country. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues. Provide technical input to program and strategy design and planning based on knowledge of international best practice and the particular constraints presented in-country. Provide assistance in defining the type of assistance needed by the Mission, facilitate discussions with water and sanitation service contractors, and schedule delivery of this assistance.

3. **SUPERVISORY RELATIONSHIP.** The incumbent works under the general supervision and policy guidance of WASH/Water Team Lead, who will review and approve his/her work plan and performance measures. The incumbent is also expected to collaborate with the Program office where appropriate.
4. **SUPERVISORY CONTROLS.** This position has no supervisory responsibilities.
5. **PHYSICAL DEMANDS:** The position does not require physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Bachelor's degree in environmental management, public health, agricultural engineering, economics or related field is required.
2. **Prior Work Experience:** Minimum 5 years of progressive management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to those of the country. The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs and people.

Experience in the areas of sustainable rural and urban water supply provisions, basic sanitation improvement, hygiene promotion especially done in support of water and sanitation access improvements, sector policy reform, and program design. Experience in analyzing sector data and translating into practice.

3. **Language Proficiency:** Level IV (fluent) in English and in the appropriate host-country business language, both written and spoken is required. Language competence may be tested.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

To be considered for this position, offerors must meet the minimum qualifications noted above. In a **supplemental narrative** included with the offer package, offerors must address each minimum qualification above as it relates to their ability to meet the position's major duties and responsibilities. Offerors should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to each minimum qualification.

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

1. Education	10%
2. Interview	30%
3. Experience	30%
4. Technical Exam	30%

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter (Letter of Interest). This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and/or case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

Be sure to include your name and the solicitation number at the top of each page.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#).

In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer including the documents detailed below:
 - a. Form DS-174 Application for U.S. Federal employment. (Find it [HERE](#))*
 - b. Cover letter/Expression of interest letter.
 - c. Resume written in English.
 - d. Salary History
 - e. Copy of Personal Identification Document.
2. Offerors may request clarifications regarding their application package to the Point of Contact in **Section I, item 4** prior closing date. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)
5. Application must be submitted ONLY via guatemalavacancies@usaid.gov and the email subject must say: **SOL72052021R10013**.
6. Please submit the application **only once**.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. local time.

V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**
Miscellaneous benefit allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*** **END OF SOLICITATION** ***